

JOB ANNOUNCEMENT

PRINCE GEORGE'S COUNTY CIRCUIT COURT

DIRECTOR OF FINANCE

SALARY: \$57,816 - \$112,484 (Negotiable, based on education and experience)

GRADE: G-27 (Budget Analyst IV)

LOCATION: Court Administrative Office, Prince George's County Circuit Court, Upper Marlboro, MD

DUTIES: The incumbent, under the supervision of the Court Administrator, is responsible for all phases of budgetary and financial management for the entire Circuit Court for Prince George's County. The incumbent leads and participates in performing budget, planning, programming and management analysis projects. Ensures all phases of budgetary and financial management for the Circuit Court Budget, Family Division, Child Support, Adult and Juvenile Drug Court and other Grants. Develops a separate and distinct system of administrative controls to ensure the most effective and economical expenditure of allocated funds. Assesses budgetary requirements, budget formulation and preparation for justification, presentation and execution. Develops and monitors systems and procedures necessary for the administration of federal and state grants received by the Circuit Court. Tracks and reconciles quarterly and end of year reports to the state and county for the Family Law Grant, Child Support Grant, Adult and Juvenile Drug Court Grants. Establishes and maintains automated financial management system for budgeting, tracking account management and financial reporting. Reconciles monthly credit card payments, provides monthly purchasing reports, oversees contracts, and ensures payments for new and current initiative contracts. Prepares travel requests, execution of collection letters and payments. Supervises Financial Unit staff as well as providing indirect supervision to other employees when necessary. Works closely with the Clerk of Court, the Administrative Office of the Courts and with Prince George's County's Office of Management and Budget and the Office of Finance. Serves on various committees and represent the Court in statewide budget meetings.

QUALIFICATION REQUIREMENTS: Master's Degree in accounting, finance, public or business administration with major course work in accounting, public/business administration, economics, finance, or a closely related field, plus three (3) years experience at a professional level involving development of budget estimates and justifications to support budgetary recommendations, projecting budgetary issues and preparing and submitting strategic budgetary plans or an equivalent combination of education and experience. Have at least three (3) years supervisory experience. Have experience and knowledge of the operations of the Maryland's court system. Have the ability to interact professionally with judges, attorneys, court employees, public officials, co-workers and colleagues. The ability to speak Spanish is a plus. Applicants are subject to background checks. A completed Prince George's County Circuit Court application must be submitted for this announcement. Applications can be obtained at the address below.

CLOSING DATE: April 8, 2009.

Apply To: Director of Human Resources, Court Administrative Office, Room M2407, Court House, Upper Marlboro, MD 20772. FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

Prince George's County Circuit Court is an Equal Opportunity Employer, Committed to Diversity in the workplace.
This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin or Disability.
Reasonable accommodation upon request.